21/22 Local Grants Applications Form (North)
Form Preview

Welcome / He mihi

Important information

Please check which local board area you are in, read through the local board grant programme and applicant guide before completing this form. These tell you:

- Who is eligible to apply
- What we don't fund
- What information you will need to include in your application.

If you are applying for support from three or more local boards please submit an application to the Multi-board grant round rather than this local grants round.

All applications must be completed and submitted using this online application form. Remember to save as you work.

If you have limited computer access, you can book a computer or librarian for one hour in one of Auckland's libraries. Ensure you take all the required documents saved on a memory stick so you can upload these in your application form.

Contact a grants advisor at communityfunding@aucklandcouncil.govt.nz or phone 09 301 0101 if you need advice on your application.

Please note technical support is only available from 8:30 am to 5:00pm weekdays.

Documents you may need to complete this application form:

- audited accounts, financial statements
- annual report
- minutes or letter from chairperson showing decision to apply
- letters of support
- letter of agreement from school/s if your project is being delivered in a school
- any permits necessary if your project is on public land
- evidence of bank account number

Contact Details / Ngā kōrero whakapā

* indicates a required field

Applicant

Organisation/Individual name *

○ Individual ○ Organisation

Organisation Name

First Name Last Name

Must match the name on the bank account information supplied

Address

Physical Address

*
Address

Suburb | Town/ City | Postcode

Must be a New Zealand postcode

Please click here for the postcode finder website

Is your postal address different from your physical address? *
○ Yes ○ No
If yes, please complete below

Postal Address *
Address

Suburb | Town/ City | Postcode

Must be a New Zealand postcode

Please click here for the postcode finder website

Website

Website address

Facebook page

Contact details

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Admin contact person *
First Name | Last Name

Position held in organisation (if applying as an organisation) *

Daytime phone number *

Mobile Phone Number

Email address *

Project contact person (must be a different person from the admin contact and needs to be a signatory designated for the organisation or group). *
First Name | Last Name

Position held in organisation (if applying as an organisation) *

Daytime phone number *

Mobile phone number

Email address

Applicant details / Ngā kōrero whakapā mō te kaitono

* indicates a required field

What is the legal status of your organisation/group? *
☐ Incorporated Society ☐ Charitable Trust ☐ Limited Liability Company ☐ School ☐ Maori Trust ☐ Informal group/ no legal structure
Tip: An informal group may also be a "not for profit community group".

○ What is a legal structure?

Having a legal structure means your organisation has its own legal identity, it can include:

- *incorporated societies*
- *trusts registered under the Charitable Trusts Act 1957*
- *companies with charitable purposes / social enterprises*
- *school board of trustees*
- *Māori trust boards.*

If you are unsure please contact a grants advisor at communityfunding@aucklandcouncil.govt.nz. or phone us on 09 301 0101

Please indicate which category your application falls into: *
○ Applying for up to $1,000
○ Applying for $1,001 and over

Applicants with no formal legal structure may apply for grants up to $1,000 without the need to nominate an umbrella organisation.

Applicants with no formal legal structure seeking grants over $1,001 need to either:

Select one option below *

○ Nominate an umbrella organisation (which has agreed to receive and administer the grant on your behalf) - the umbrella organisation will be legally accountable to Auckland Council for the expenditure of the grant

○ Agree to have funds released via reimbursement after the project accountability has been satisifactorily completed

If you are unsure, check with a Community Grants Advisor 09 301 0101 | communityfunding@aucklandcouncil.govt.nz

What registration numbers apply to your organisation?

(Please provide all applicable numbers)

New Zealand Companies Office incorporated society number

Must be a number

Please click here to visit the Societies and Trusts website

Charities NZ Registration

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

NZ Companies Register

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Organisation objectives

What activities or services does your organisation provide? *

Word count:
Must be no more than 200 words.
Must be no more than 200 words

Umbrella Organisation Details / Ngā kōrero mō tō Rōpū Matua

* indicates a required field

Name of your Umbrella Organisation *
Organisation Name

Postal address *
Address

Suburb | Town/ City | Postcode

Must be a New Zealand postcode

Please click here for the postcode finder website

Contact person *
First Name Last Name

Position in organisation *

Daytime contact number *

Email address *

What is the legal status of your umbrella organisation
○ Incorporated society ○ Charitable trust ○ Limited liability company ○ Other:

New Zealand Companies office incorporated society number

Must be a number

Please click here to visit the Societies and Trusts website

NZ Companies Register

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Charities NZ Registration

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information

Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Local Board Details / Ngā kōrero e hāngai ana ki tō Poari ā-Rohe

* indicates a required field

Which of the local boards are you applying to for this project?

- Applicants seeking support from two local boards need to complete two separate application forms.
- Applicants seeking support from three or more local boards should apply for funding via the **Multi-board grant round**.
- The project must align with the priorities of each local board selected.

Please note: Your grant request must be for more than the minimum grant amount set by each local board you select. Grants Advisors can assist if required.

To find what local board area your project is taking place in please visit the local board finder tool.

To which of the following north local boards are you applying? *

○ Devonport-Takapuna ○ Kaipātiki ○ Upper Harbour
○ Hibiscus and Bays

Devonport-Takapuna Priorities

Select the main Devonport-Takapuna priority your project supports *

How does your project support the selected priority? *

Word count:

Hibiscus and Bays Priorities

Select the main Hibiscus and Bays priority your project supports *

How does your project support the selected priority? *

Word count:

Kaipātiki Priorities

Select the main Kaipātiki priority your project supports *

How does your project support the selected priority? *

Word count:

Upper Harbour Priorities

Select the main Upper Harbour priority your project supports *

How does your project support the selected priority? *

Word count:

Project Details / Ngā pārongo mahinga

* indicates a required field

What is the main project type?

Please select one only. If your project/activity has more than one focus, choose the one that is the **main** focus. If you do not know the main one, please refer to the applicant guide to see common examples and definitions.

*

○ Arts and culture ○ Community ○ Environment ○ Events ○ Historic Heritage ○ Sport and recreation

Project title *

Must be no more than 10 words

Project location *

This means the building name, street address, location of event or venue where the project will happen.

Is your project on council owned property/land? *

○ Yes ○ No

If you are hosting an event or activity or programme on council park or building, you may continue with your application. If this project includes building maintenance or renovation to a council owned building or property you must contact a Grants Advisor 09 301 0101 | communityfunding@aucklandcouncil.govt.nz . *Please upload your lease agreement on page 8 only if you are undertaking building works or maintenance.

Is your project on council owned property/land?

○ Yes ○ No

If you are hosting an event or activity or programme on council park or building, you may continue with your application. If this project includes building maintenance or renovation to a council owned building or property you must contact a Grants Advisor 09 301 0101 | communityfunding@aucklandcouncil.govt.nz . *Please upload your lease agreement on page 8 only if you are undertaking building works or maintenance.

What are the start and end dates for your project?

Please check Local Board Grant programmes for project start dates

Start date *

The project start date should be no earlier than the decision date.

End date *

Community benefits

Please describe your project in three to four sentences *

Word count:

Must be no more than 120 words

What are the community benefits of your project? *

Word count:
Must be no more than 200 words.

How will you measure these benefits? *

Word count:
Must be no more than 150 words.
Describe three changes you will see if the expected outcomes of the project occur

What expertise does your organisation have in delivering similar projects? *

Word count:
Must be no more than 120 words.
Must be no more than 120 words

Are you a school or church?

○ Yes ○ No

How does your project benefit the wider community? *

e.g how will the community access facilities and assets after school or church hours? How are members of the community invited to participate in the school/church programme?

Participants

Please specify the estimated number of people attending this activity *

If your activity does not have attendees, please specify the number of people reached.

What percentage of the participants are from the local board area? *

Must be a number.

Collaborating organisations or individuals

Will any other organisations or individuals be collaborating with you on this project, including volunteer groups? Please list them and their role.

Collaborating organisation/individual	Contribution to project

Project plan / Mahere mahinga

Please complete the table below

Tasks - what will you do?	By when (date)?	What will you achieve?

Healthy environment approach

Please tell us how you will promote a healthy environment approach for your project?

☐ Promote smoke-free messages
☐ Include waste minimisation (zero waste) messages
☐ Healthy options for food and drink, including water as the first choice
☐ Encouraging active lifestyles including movement or fitness programmes
☐ Encourage the reduction of carbon emissions or increase community resilience to the impacts of climate change*

*e.g. increasing local food production and food waste reduction; increasing active transport options; local tree planting and streamside revegetation; education about sustainable lifestyle choices

Please explain how you will promote each of these options

Word count:
Please click here to find more information on healthy environment principles

Māori Outcomes

Auckland Council provides funding for Māori and wider organisations to uplift Māori well-being and achieve better outcomes with Māori.

Will your project/activity target Māori or Māori outcomes?

☐ Māori led - either a Māori organisation that is applying or Māori directed (came about as a request from Māori)
☐ Māori involvement in the design/concept
☐ Māori focus - tikanga (practices), mātauranga (knowledge), reo (language)
☐ Māori participation - Māori priority group, target group, high representation or Māori staff delivering
☐ No Māori outcomes identified

Māori outcomes include Māori events, Māori sculpture and public art or protection of Māori cultural heritage eg wāhi tapu. Improving Māori social, economic, and cultural well-being. Uses mātauranga and tikanga Māori and works with mana whenua or Māori organisations to produce shared outcomes.

Please explain how your project/activity will achieve the above Māori outcomes *

Word count:
Must be no more than 120 words.

Events Applicants only

Rain date

Start date

End date

Is a Contractor/3rd Party/Producer helping to deliver the project?

○ Yes ○ No

Contractor/3rd Party/Producer name

Contact person *

Daytime phone number *

Email address *

Specific Environment and Historic Heritage Project Information / He Kōrero Motuhake mō te Kaupapa ā-Taiao, ā-Taonga Tuku Iho

* indicates a required field

Is your proposed project: *

○ A continuation of previous work ○ A new initiative

Does your project have an existing management plan?

○ Yes ○ No

e.g. conservation plan or restoration plan

Please attach existing management plan

Attach a file:

Please provide details of any expert advice you have sought to guide your project

Must be no more than 100 words

Please provide details of any Auckland Council staff members you have been in contact with regarding this site

Who is going to manage and maintain the project when it is completed?

Must be no more than 100 words

Does any part of your project require a statutory consent e.g. resource or archaeological? *

○ Yes ○ No

Environment applicants only

Does your project include work on: *

○ Non-Council owned public land ○ private land ○ both ○ Māori land ○ Council land ○ Other:

For work on Council owned land please contact a Grants Advisor on 09 3010101. Māori land can include Māori customary, freehold or reserve land.

If you do not own the project site please attach permission from the landowner

Attach a file:

What are the environmental benefits of this project? *

Must be no more than 100 words

What actions (if any) have been taken so far with this proposed project? *

Must be no more than 100 words

Site details / Papa mahi

For further information please visit the Auckland Council maping and property information service here.

Please provide a clear site map showing where your project will take place

Attach a file:

e.g. including planting site and fence line etc.

What is the site area?
metres

What is the area of planting proposed (if applicable)?
square metres

What is the length of the stream (if applicable)?
metres

What is the length of fencing proposed (if applicable)
metres

What is the size of the bush remnant (if applicable)?
square metres

Please provide current photos of your project site *
Attach a file:

Please provide a plant list with details on species and quantity.
Attach a file:

Please provide details of any current or planned future legal protection arrangements for the project site e.g. QEII, Nga Whenua Rahui, DoC or conservation covenants, or land management agreements

Historic Heritage applicants only

How is this building, site or object used? *
Must be no more than 100 words

Please attach photos of the heritage item. Other information such as drawings and historical photos that may assist in the understanding of the project should also be included *
Attach a file:

What are the heritage values of the building site or object? eg historical or cultural values *

How urgent are the works to avert severe deterioration of the heritage item? *

Is the heritage item accessible or visible to the public, and how do you intend to promote the project in the community? *

Consider if people can physically access the site, is access available year round or during events, what hours is the site open, is the site visible from the street.

Project Budget / Te tahua ā-kaupapa whakahaere

* indicates a required field

How much funding are you requesting in this application? *

$

Must be a dollar amount.
What is the total financial support you are requesting in this application?

What part of the project are you requesting funding for? *

Must be no more than 100 words

Is there a cost of participation for this project? If so, please state the cost. (e.g. ticket cost or programme fee) *

Are you GST registered? *

○ Yes ○ No

What is your GST number? *

Must be a number.

Table one: expenses/costs for the project

Please provide costs for the items that you are requesting funding for, from the local board.

Please attach a quote or evidence of costs such as screenshots with costs or past invoices. These need to include GST in the total cost, if you are not GST registered.

If your organisation or company is GST registered, your grant should exclude GST.

Please list the items for your requested funding (e.g. venue hire, advertising costs)	**Total cost of item**	**Amount of funding requested from the local board**	**Attach quote**
	$	$	
		Must be a dollar amount.	

Table two: project income

This section tells us about any income you estimate that you may get for your project. If your organisation charges participants to attend your project/event, how much do you charge the participants? e.g. membership, ticket sales, sale of artwork, donations, sponsorship, other fundraising etc. This also includes adult entry fee and programme registration.

Do not include funds requested from this application or applications made to other organisations.

Project income (e.g. 100 tickets @ $20 each, registration 20 people $5.00 each)	**Amount**
	$
Please seperate each cost out e.g. ticket sales one line and then art sales on the next	

Table three: other funding sources for the project/activity

This section tells us about any other funding that you hope to receive for this project/ activity, e.g. contestable funding from Foundation North, Department of Internal Affairs, Central Govenment contracts. Please include applications made to other local boards.

Funding organisation or individual	**Amount**	**Pending / approved**
	$	

Donated materials for the project/activity

Please provide details of any donated materials which is contributed to this project (donated equipment, materials, venue hire) and the value of this item.

Note: Local Board funding can not be requested towards items provided as non-monetary support.

Description of materials	$
	$

Volunteer numbers and time

Please detail the number of hours in volunteer time, contributed to this project and the value of this contribution. The value of volunteer time can be calculated using the living wage of $21.15 per hour.

Note: Local Board funding is not part of the volunteer time.

Number of volunteers	Total number of volunteer hours	Total value of volunteer time
		$
Must be a number.	Must be a number.	(Based on the living wage for 2019) This number/amount is calculated.

Funding summary

Confirmed or approved as at the time of filling out this application.

Total Expenditure Amount

$

This number/amount is calculated.
Total of table one

Total income amount

$

This number/amount is calculated.
Total of table two

Total other funding sources

$

This number/amount is calculated.
Total of table three

How much are you/ your organisation contributing? (Excludes income from 'Table three') *

$

Must be a dollar amount e.g. $1,227.81

If the local board(s) is unable to fund the amount you have requested, would your project still go ahead? *

○ Yes ○ No

If only part of your project can be funded, how would you amend your project plan or make up the difference? *

Word count:
Must be no more than 100 words.
Please explain and indicate an amount.

Acknowledgement and promotion

Do you plan to promote/market/advertise your project? *
○ Yes ○ No
Please note we will require you to attach examples of communications and local board acknowledgement when filling the project report

If yes, please provide details on how, including how you will publicly acknowledge the local board's contribution?

Word count:
Must be no more than 120 words.

Demographics / Ngā tatau taupori

* indicates a required field

To help council and local boards better understand who will benefit from this project, please indicate below who this is targeted at. This is for internal use only.

Will your project be accessible to people with disabilities? *
○ Yes ○ No
Long term disability is defined as lasting six months or more and stops people from doing everyday things other people can do.

Please explain how

Word count:
Must be no more than 120 words.

What proportion of your project is targeted at the following age groups?

If your project is not targeted to any specific age group please enter 100 in the 'All ages' box.

The total number for all the age groups must add up to 100.

Percentage of age groups

Numbers only

% symbol is not needed

All ages

6 - 14 years

25 - 65 years

0 - 5 years

15 - 24 years

65+ years

Please tell us which ethnic groups will benefit from your project?
○ Specific ethnic group ○ All/everyone

If your project benefits a specific ethnic group please select any that apply: *
☐ New Zealand European ☐ Other European ☐ Māori ☐ Pacific Peoples ☐ Chinese ☐ Korean ☐ Indian ☐ Other Asian ☐ Middle Eastern ☐ Latin American ☐ African
Other

What proportion of your project is targeted at male/female participants?

If your project is not targeted to either gender group please enter 100 in the 'All' box.

(numbers only," %" symbol is not needed)

Percentage of male
Must be a number.

Percentage of female
Must be a number.

All - not targeted at either male/female
Must be a number.

Supporting documentation / Ngā puka tautoko

* indicates a required field

Financial attachments

Applicant name must match the name on the bank account information supplied.

Proof of bank account number (must be one of the following):

- Bank deposit slip
- Certified bank statement (certified means bank details stamped and signed by the bank teller)
- A letter from the bank on the bank's letterhead confirming the bank account holder name and bank account number

- Print screen or image capture of an on-line bank statement confirming the bank account holder name and bank account number. This must include the bank logo and URL

Please attach proof of bank account details *
Attach a file:

The name on the bank account should match the applicant name.

Please attach proof of bank account details for the umbrella organisation *
Attach a file:

Please attach a copy of your financial statements, which may include your annual report *
Attach a file:

Please upload minutes from your organisation or a letter from an officeholder authorising your application *
Attach a file:

Supporting project documentation

Do you have any other information to support your application?

Must be no more than 100 words

Attach any supporting documents you feel might help us understand your project.
Attach a file:

If you are working with schools or early childhood education providers you must attach a letter of acceptance/agreement from each provider.
Attach a file:

Please upload your council lease agreement if you are undertaking building works or maintenance.
Attach a file:

Umbrella organisation supporting documentation

Please attach a letter of approval from the umbrella organisation *
Attach a file:

Declaration and privacy / Ngā whakīnga whai pānga me te noho tapu o ngā kōrero

* indicates a required field

Note: Auckland Council reserves the right to subsequently decline an application or request a refund of a grant if any of the above information is found to be incorrect.

I/We certify that to the best of our/my knowledge the information contained in this application is correct *
○ Yes ○ No

I/We confirm that any funds granted will only be used for the activity described in this application *
○ Yes ○ No

I/We confirm that I/we will submit to the local board an accountability report and supporting paid invoices and receipts (GST exclusive) that applies to GST registered groups, within 60 days of the completion of my/our activity *
○ Yes ○ No

I/We confirm that to the best of our/my knowledge I/we have no perceived , potential or actual conflict of interest in applying for or using any grant funding *
○ Yes ○ No

For guidance on whether you have a perceived, potential or actual conflict as a result of applying for and using grant funding you should consider the following matters - if in doubt you should declare the conflict.

A conflict of interest could arise where you (the applicant) have a responsibility as a result of receiving council grant monies. This could affect another responsibility, duty or relationship you may also have.

For example

- If you are an Auckland Council employee/local board member or a councillor
- If your organisations committee or board member is an Auckland Council employee/ local board member.
- Personal or family relationships that you have
    - with council employees
    - with council contractors
    - organisations or persons that you will procure services from with the grant monies
- Financial relationships

- e.g. investments that you have in entities that you will procure services from with the grant monies
- Employment relationships or membership of clubs
  - e.g. you intend to procure services with the grant monies from your employer or a club you are a member of - who will benefit financially from the arrangement.

If you have answered no to any of the above, please provide details below:

Must be no more than 100 words

- **I/We understand that Auckland Council is bound by the Local Government Official Information and Meetings Act 1987**
- **I/We understand that my/our name and brief details about the project may be released to the media or appear in publicity material**
- **I/We understand that I/we have the right to have access to this information**
- **I/We undertake that I/we have obtained the consent of all people involved to provide these details.**

*

○ Accept ○ Decline

Date:

When your application is submitted you will receive an automatic confirmation email that the application has been received from Smartygrants. If you do not receive an email confirmation, please check to see if the email has been treated as "spam".

If you need assistance please contact the Community Grants Advisor at communityfunding@aucklandcouncil.govt.nz or phone 09 301 0101.

Are you a first time applicant? *

○ Yes ○ No

New Section

How did you find out about this grant?

○ Council website ○ Local board member ○ Radio ○ Word-of-mouth

○ Council mail-out ○ Local newspaper ○ Social media ○ Other:

○ Council staff member ○ Poster/flyer

Privacy

Any personal information that you provide in this form will be held and protected by Auckland Council in accordance with our privacy policy and with the Privacy Act 1993. Our privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.